



J.D. Murray, DDS & Associates

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### Appointment Policy

Dr. Murray's office is proud to be part of a team whose primary mission is to deliver the finest and most comprehensive dental care services today.

**Effective April 01, 2007, there will be a \$50.00 fee charged to your account for each patient scheduled and confirmed that cancels or break an appointment without 48 hour notice.** Our office schedules each patient to see the doctor in a scheduled manner however we do understand that emergencies do occur. When you cancel or do not show up for an appointment without a reasonable notice we cannot possibly find a patient to fill in your time slot in such short notice. We must prevent costs and lost of income by making sure that you understand the office's **BROKEN APPOINTMENT POLICY**.

There will be a **10 minute grace period** after your appointment time. If there is any reason why you are running behind schedule for your appointment, we ask that you call the office to notify someone up front regarding your appointment time. If you are more than 10 minutes late we possibly will have to ask you to reschedule your appointment to see the doctor or the hygienist. We ask for your cooperation so that all of our patients can be seen on time rather than waiting a long time. Please be sure that you understand the **OFFICE POLICY** when running late for an appointment.

**I have read and understand the above office policy**

Patient Name \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_

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Associates  
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